



FY 2019 ACCOUNTING REPORT FOR THE VIRGINIA LITTER
PREVENTION AND RECYCLING GRANT

Report Grant Expenses: July 1, 2018 through June 30, 2019

Deadline for report: August 1, 2019

A. Primary Agency/Locality Reporting Grant Expenditures:

B. FY 2019 Grant Funds:

1. FY 2019 DEQ Grant Award: \$ _____
2. Unspent Grant Funds from FY 2018: \$ _____
3. **Total FY 2019 Grant Funds:** \$ _____
(B1+B2)

C. Grant Fund Expenses:

Amount Spent

1. Salary, Wages, and Fringe Benefits: \$ _____
2. Essential Supplies: \$ _____
3. Contractual Services: _____ \$ _____
4. Travel (Specify): _____ \$ _____
5. Other (Specify): _____ \$ _____
(May include up to \$100 for professional memberships)
6. **Total FY 2019 Grant Fund Expenses:** \$ _____
(Sum C1 through C5)

D. Unspent Grant Funds:

1. Total FY 2019 DEQ Funding (B3): \$ _____
2. Total Grant Fund Expenses (C6): \$ _____
3. **Balance (B3 minus C6):** \$ _____
(B3-C6)

Note: Only funds that have been awarded by DEQ are to be reported. The reported grant fund expenses on line C6 cannot exceed the total available grant funds reported on line B3.

E. **Certification:** By my signature below, I certify that the information provided on this form is accurate.

Signature*: _____

Title: _____

Printed Name: _____

Date: _____

**Authorized signature of the County Administrator, City Manager, Town Manager, locality Chief Financial Officer, or the Coordinating Agency's Executive Officer or Chief Financial Officer is required.*

Email address for the program contact: _____

INSTRUCTIONS
LITTER PREVENTION & RECYCLING GRANT - ACCOUNTING REPORT

A. PRIMARY AGENCY/LOCALITY REPORTING GRANT EXPENDITURES:

1. If applying as a single locality, fill in your local government name.
2. If applying as a co-op, fill in your agency name.

B. FY 2017 GRANT FUNDS:

- B1 – Enter the FY 2018 grant amount awarded by DEQ
B2 – Enter the FY 2017 unspent grant funds from line D3 in the previous years accounting report.
B3 – Sum up the amounts listed on line B1 and line B2

C. GRANT FUND EXPENSES:

C1 - Salary, Wages, and Fringe Benefits: Money paid to support the litter and recycling program managers.

C2 - Essential Supplies: Includes items necessary to administer the litter prevention and recycling programs as well as premiums that help promote the program. Litter and recycling materials and supplies used solely in the litter prevention and recycling program that are deemed essential for educating the public about litter prevention and recycling. Grant funds cannot be used for non-essential items. Please refer to the DEQ Guidelines for further details.

C3 - Contractual Services: Includes contracts to groups, individuals or businesses to support the litter prevention and recycling program. Please refer to the DEQ Guidelines for further details.

C4 – Travel: Includes registration for litter prevention and recycling conferences and workshops including mileage, lodging and meals. All travel related expenditures are required to meet state guidelines. Refer to the state guidelines for reimbursable mileage rates for use of vehicles.

C5 – Other: Any other expenses associated with the litter and recycling program that are allowable in the DEQ Guidelines. This may include up to \$100 for professional memberships

C6 – Sum up the amounts listed on C1 through C5

D. UNSPENT GRANT FUNDS:

Determine if your locality will have any unspent grant funds at the end of the fiscal year:

- D1 – Enter amount from line B3
D2 – Enter amount from line C6
D3 – Subtract C6 from B3

Please note that the Grant Expenses (line C6) cannot exceed the Total Grant Funds (line B3).

E. CERTIFICATION:

The accounting report has to be signed by an authorized signatory. The authorized signatory can be the County Administrator, City Manager, Town Manager, or the Agency/Locality's Chief Executive Officer or Chief Financial Officer.

List the email address for the above official for any correspondence regarding the Accounting Report.

DEQ CONTACT INFORMATION:

Mail the signed completed form to the address below:

USPS:

Department of Environmental Quality
Litter & Recycling Grants Program
P.O. Box 1105
Richmond, VA 23218

UPS/FEDEX:

Department of Environmental Quality
Litter & Recycling Grants Program
1111 East Main Street, Suite 1400
Richmond, VA 23219

For assistance, please contact Prina Chudasama at 804-698-4159 or prina.chudasama@deq.virginia.gov.